



Cashier

Department: General Services

Class Code: 1451

EEO Code: 26

FLSA: N

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of routine difficulty collecting and recording daily revenues; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Receives cash or checks or completes credit-card charge transactions; counts money to verify amounts and issues receipts for funds received; prepares cash receipt reports daily to ensure proper identification of revenue type code; assists taxpayers with questions regarding tax requirements and collection procedures; coordinates with other departments when processing revenue deposits; operates cash register, calculator, check writing and other office machines; assists in preparing tax bills and license renewal applications for mailing; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of accounting and bookkeeping principles and practices; of office practices and procedures; Good skill in operating automated cash terminals; in communicating effectively with supervisors, co-workers and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a high school diploma with some accounting coursework and one year cashier or customer service experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
